



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## WORKFORCE DEVELOPMENT CONSULTANT

Job Number: 20001113

Job Code: 61430V000101

Job Group: 6100 - EMPLOYMENT SERVICES

Job Established: 11/16/2003

Job Revised: 02/16/2009

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Serves as the lead worker and coordinates the activities of employees engaged in one or more employment services and/or unemployment insurance functions providing technical assistance and career development training. Informs applicants, claimants, participants and employers of their rights, responsibilities and program services under provisions of the Workforce Investment Act, Wagner-Peyser Act and Unemployment Insurance and other workforce programs, laws and regulations; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have four years experience in reviewing, monitoring, determining eligibility for and/or administering employment service or unemployment insurance programs, or experience in education, public administration, military or human resources.

#### **Substitute EDUCATION for EXPERIENCE:**

A master's degree will substitute for one year of the required experience.

#### **Substitute EXPERIENCE for EDUCATION:**

Work experience in workforce programs such as WIA, employment services, unemployment insurance, education, public administration, military or human resources will substitute for the required college on a year for year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Serves as lead worker. Coordinates and reviews work of employees. Provides technical assistance to employees in performance of job responsibilities. Works under limited supervision. Makes recommendations in developing and meeting qualitative and quantitative goals. Interprets written and oral instructions to staff to provide the necessary methods, procedures and techniques to carry out the program functions such as intake, counseling, training programs, referral, job placement, and all unemployment insurance services. Interviews and registers claimants. Serves as regional team leader for unemployment insurance determinations. Performs a variety of employment service functions. Provides analysis to productivity reports and makes recommendations. Prepares and maintains activity reports. Provides corrective action plans and ensures adherence to plan. Meets with claimants and employers. Travels to one or more counties when necessary. Interprets, applies and enforces laws, regulations, policies and procedures to staff. Performs public relations work to promote the Department's programs and responds to public inquiries and complaints. Makes recommendations on personnel actions. Assesses training needs of staff and trains staff. Must have knowledgeable of policies, procedures, regulations and statutes concerning Wagner-Peyser and Unemployment Insurance Programs. Assists and aids team members in meeting quality assurance initiatives.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title typically perform duties in an office setting. Travel is required.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*